

Subject: Cesar Chavez Recognition Day

Effective Date: 3/31/00

Purpose:

The City Council recently designated **March 31** as **Cesar Chavez Recognition Day**.

The following options are extended to employees in order to observe Cesar Chavez Recognition Day.

These options are subject to scheduling approval by supervisors to ensure no interruption in critical services and customer service.

1. Employees may use their Birthday Holiday on March 31 to observe Cesar Chavez Recognition Day.
2. Employees who work in an area that is typically scheduled to work on a paid holiday may elect, in writing, to have Cesar Chavez Recognition Day designated as their paid holiday in lieu of a regular holiday as to which they must waive as a paid holiday. This option is not available to those employees who work in City facilities or work groups that are closed, or not scheduled, on regular paid holidays.

It is the responsibility of the Department timekeepers to code timesheets according to how employees choose to use this holiday option.

Employees:

To request Cesar Chavez Recognition Day off, use the Leave and/or Premium Pay Request Form as follows:

- **For Option 1:**

Request March 31 off using “BD” as the Use Code.

- **For Option 2:**

Request March 31 off using “HO” as the Use Code. Designate the paid holiday for which you intend to exchange Cesar Chavez Recognition Day.

Timekeepers:

- If an employee chooses to exercise Option 1, please code the timesheet “BD” on March 31 as you normally would.
- If an employee chooses to exercise Option 2, please code March 31 as “HO” and code the holiday that the employee is exchanging as “RG.”